



RFP PTD25-002

TRANSIT FACILITIES MAINTENANCE

Pre-offer conference

January 24, 2025

Housekeeping

- Meeting purpose is to provide solicitation clarifications
- Attendance
 - Appointment only attendees
 - No recording allowed
 - Please ensure your microphones are muted

WebEx Meeting Question Format

- Use the chat feature to direct questions to Connor Exline (not “everyone”)
- Inquiry will be read to City staff for the response
- Official answers will be posted in the form of an Addendum

Pre-Offer Conference

RFP Schedule

Solicitation Overview

Proposal Instructions

Scope of Work

Transparency Policy

Questions and Answers

RFP Schedule

IMPORTANT DATES

Pre-Offer Conference	January 24, 2025 10:00 AM MST
Written Inquiries Due	January 31, 2025 5:00 PM MST
Proposals Due	February 14, 2025 2:00 PM MST
Award Recommendation	~ March/April 2025
Contract Start Date	July 1, 2025

Solicitation Overview

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Solicitation Overview

SUBMITTALS

Submittal A	PTD25-002 Price Proposal
Submittal B	Costs and payments
Submittal C	Emergency 24-Hour Service Contact
Submittal D	References
Submittal E	Conflict of Interest and Transparency Form
Submittal F	Financial Responsibility Questionnaire
Submittal G	Addenda Certification
Submittal H	Offer Page
Submittal I	Acceptance Form

Solicitation Overview

EXHIBITS

Exhibit A – R	Facility Site Plans
Exhibit S	Facility Asset Inventory
Exhibit T	Hazardous Building Materials Program
Exhibit U	Facility Damage Incident Report
Exhibit V	302 Building Chart of Accounts
Exhibit W	Security Access, Controls and Badging Information
Exhibit X	Technology and Communication Requirements
Exhibit Y	Hazardous Building Materials Policy

Proposal Instructions

Section 2.15 – Offer Evaluation Criteria

Evaluation Criteria (Maximum 1000 points)

Criteria #1: Method of Approach and Staff / Support Services (Technical Proposal Tab 1) – (400 points)

Criteria #2: Qualifications and Experience (Technical Proposal Tab 2) – (200 Points)

Criteria #3: Tracking and Reporting Capabilities (Technical Proposal Tab 3) - (200 Points)

Criteria #4: Price (Price Proposal) - (200 Points)

Proposal Instructions

Section 9.3 – Price Proposal and Financial Information

Price Proposal

Tab #1: Pricing Documents – Attachment A (Price Proposal)

Tab #2: All Other Required Submittals (Attachments and Licenses)
- Attachments B through I

Proposal Instructions

Section 9.1 – Copies

Please submit one printed original of the Offer, including Cover Sheet, Technical Proposal, Price Proposal, and Required Submittal Forms, for the Procurement Officer's review. Please also submit one electronic copy (on a portable drive or CD) of the same for the Procurement Officer. Please do not lock the electronic copy with password protection so that the CITY may digitally incorporate the successful offer into the awarded contract

Proposal Instructions

Section 9.1 – Copies

Please submit three hard copies of the Offer, **but excluding the Price Proposal and Required Submittal Forms**, for the evaluation panel's review. Please also submit one electronic copy (on one portable drive) of the same for the evaluation panel.

Proposal Instructions

Section 2.6 – Offeror Exceptions

“Offerors **must not take any exceptions** to any terms, conditions, or material requirements of this solicitation. Offers submitted with exceptions may be deemed **non-responsive and disqualified** from further consideration in the CITY’s sole discretion.”

Scope of Work

INCLUSIVE SERVICES OVERVIEW

Preventative Maintenance

Facility and Equipment Repairs

Electrical Systems

Heating Ventilation and Air Conditioning

Elevators

Plumbing Systems

Fluid/Fuel Maintenance Systems

Scope of Work

INCLUSIVE SERVICES OVERVIEW (continued)

Building Fire Safety and Special Systems

Interior and Exterior Building Repairs

Painting

Hardware and Lock Systems

Emergency Repairs

Landscaping/Irrigation Systems

Pest Control

Scope of Work

- The Facilities Maintenance Contractor will provide complete facilities maintenance services for Public Transit Facilities, which include three operating garages, one office building, four transit centers, and eight park-and-ride locations.
- The operating garages and office building are high-usage sites and shall be serviced on a routine schedule, which shall be designated Tier 1.
- The remaining locations shall be serviced semi-annually and designated as Tier 2

Scope of Work

MPULSE MAINTENANCE SOFTWARE

Requirement

All work requiring 15+ minutes of labor MUST be tracked using MPulse Maintenance Software

Data Entry Fields

Unit Number, Model, Serial Number, Location-Site-Building-Sub Location at Building, Labor Hours, Parts Details, Parts Cost, Warranty Tracking, Trades Used, Complete Repair Details, Subcontractor Information

Special Terms and Conditions

Section No. 6.2 - Price

- All prices submitted shall be firm and fixed for the initial two years of the contract
- Thereafter, price increases will be considered annually provided the adjustments are submitted in writing with 60 days' notice to the Procurement Officer at PTDprocurement@phoenix.gov (accompanied with written documentation to support the increase).
- The City will be the sole judge in determining the allowable increase amount

Transparency Policy

Section 2.19 – Solicitation Transparency Policy

City Code 43-36

All respondents and their representatives under penalty of disqualification will refrain from contacting anyone involved in this process other than the procurement officer.

OFFERORS THAT VIOLATE THIS POLICY SHALL BE DISQUALIFIED

Questions and Answers Reminder

Section No. 2.7 – Inquiries

QUESTIONS

Inquiries Form

All questions must be submitted in writing to ptdprocurement@phoenix.gov (Deadline for written inquiries is January 31st, 2025 -5:00 PM)

ANSWERS

RFP Addendum

All answers will be provided in an RFP Addendum